

**UNITED STATES DISTRICT COURT  
DISTRICT OF MASSACHUSETTS**

**NOTICE OF VACANCY**



**POSITION TITLE:** Courtroom Deputy Clerk

**POSITION TYPE:** Full-time Regular (FTR), Excepted Service

**ANNOUNCEMENT #:** #16-04

**LOCATION:** Springfield, Massachusetts

**CLASSIFICATION LEVEL:** CL 26/27 (Salary \$47,610 - \$85,012 per year)\*

\* Starting salary usually in the low to middle portion of the range provided above, depending upon qualifications and experience.

**OPENS:** May 16, 2016

**CLOSES:** June 6, 2016

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The U.S. District Court Clerk's Office currently is accepting applications for a full-time Courtroom Deputy Clerk to support U.S. District Judge Mastroianni. The position is located in the District Court Clerk's Office in Springfield, Massachusetts.

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**Summary:**

The Courtroom Deputy Clerk's duties involve managing and maintaining a continuing familiarity with the judge's caseload, scheduling, attending and documenting court proceedings, processing and issuing orders, and representing the judge. This job requires a high level of knowledge regarding court and courtroom operations. Courtroom deputies at the higher classification level perform work requiring a higher level of knowledge and greater complexity regarding courtroom operations.

**Representative Duties:**

- Manage judge's cases, including scheduling, issuing orders, and monitoring deadlines, filing of pertinent documents, and timely responses to judicial orders.
- Serve as primary source of information on scheduling conferences, hearings, trials, and other case matters.
- Attend court sessions and conferences. Facilitate the orderly flow of proceedings, including, setting up the courtroom, assuring presence of all necessary participants, and managing exhibits. Take notes of proceedings, rulings, and notices. Prepare docket entries electronically.

- Review cases and reports for necessary actions.
- Keep judge and immediate staff informed of case developments.
- Act as a liaison between the clerk's office, the bar, the public and the judge to ensure that cases proceed efficiently.
- Schedule court reporters and interpreters.
- Refer defendants to probation office as appropriate.
- Inform jury clerk of upcoming trials and need for jurors. Assist the judge and parties in jury selection and maintain records of jury selection and attendance. Maintain contact with counsel during deliberations.
- Draft orders and judgments for the judge's approval, including judgment and commitment orders. Docket orders, pleadings, judgments, as directed by local court policy, utilizing applicable automated systems.
- Assist in the accurate statistical reporting requirements of the Administrative Office. Review the quality of electronically filed documents, ensure that all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all filings and proceedings.
- May perform case administration duties and/or provide training or assistance to employees performing case administration duties, and administrative tasks such as financial transactions.
- Performs other duties as assigned.

#### **Minimum Qualifications:**

- Knowledge of Federal and Local procedural rules, federal court operations and functions.
- Skill in the use of automation systems, including knowledge and proficiency in Microsoft Office software and CM/ECF.
- Ability to take on and leadership role within the Judge's session.
- Ability to manage multiple tasks within a tight time schedule.
- Strong organizational skills.
- Ability to communicate information accurately and in a timely manner to individuals within and outside the judiciary.
- Good oral and written communication skills. Ability to speak to groups.
- Commitment to public service.
- Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States.

#### **Preferred Qualifications:**

- Bachelor's Degree
- Experience working in a state or federal court.

#### **Classification level:**

To qualify for placement at the CL 26 level (step 1), the incumbent must have at least one year of specialized experience equivalent to work at the CL-25 level, and for placement at the CL-27 level (step 1), the incumbent must have two years of specialized experience, with at least one year equivalent to work at the CL-26 level, as determined by a review of the resume and completed application form. Specialized experience is defined as progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrates the ability to apply a body of rules, regulations, directives or laws and involves the routine use of specialized terminology and automated software and equipment for word processing,

data entry or report generation. Such outside experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations. Placement above step 1 requires job-related court-preferred skills and more experience than the minimum required.

Education above the high school level may not be substituted for specialized experience.

### **FBI Background Investigation**

Applicants considered for this position will undergo a Federal Bureau of Investigation (FBI) background investigation defined as a technical fingerprint search of the criminal history records of the FBI national fingerprint database to determine if there is an arrest record on the individual.

### **Benefits:**

A generous benefits package is available and includes the following:

- Ten (10) paid federal holidays
- Paid annual and sick leave
- Retirement benefits under the Federal Employees Retirement System (FERS)
- Health benefits under the Federal Employees' Health Benefits Program (FEHB)
- Dental and Vision insurance options under the Federal Employees Vision and Dental Insurance Program (FEDVIP)
- Flexible Benefits Program
- Life insurance benefits under the Federal Employees' Group Life Insurance Program (FEGLI)
- Long Term Care Insurance options through the Federal Judiciary or the Office of Personnel Management (OPM)
- Transit Subsidy Program

### **Hours:**

8:00 AM to 4:30 PM, Monday through Friday, although working hours may vary based on the court calendar.

### **How To Apply:**

Submit all of the following documents as a single pdf: (1) a cover letter, (2) a current resume, (3) a list of three professional references with current contact information, and (4) a completed AO-78, Application for Federal Judicial Branch employment (version dated 10/09) by **5:00 PM on Monday, June 6, 2016** to:

**United States District Court  
Attn: Human Resources  
Vacancy #16-04  
John Joseph Moakley U.S. Courthouse  
1 Courthouse Way, Suite 2300  
Boston, MA 02210**

**Applications also accepted by e-mail: [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov)**

**Note:** If you apply by e-mail, please make certain the code **HR Mail, Vacancy #16-04, Courtroom Deputy Clerk** appears in the subject line of your e-mail correspondence to [usdcmajobs@mad.uscourts.gov](mailto:usdcmajobs@mad.uscourts.gov).

The Application form AO-78, version dated 10/09) is available on our website in fillable format at [www.mad.uscourts.gov](http://www.mad.uscourts.gov). **Please print or type all information.** If your application does not provide all information requested, or if your applicant packet is not complete, you may lose consideration for this position.

**Information For Applicants:**

Employees of the United States District Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. Applicants must be U.S. citizens or meet the exceptions to the statutory restrictions on hiring non-citizens to work in the federal government in the continental United States. The United States District Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, generally court employees are not subject to the many statutory and regulatory provisions that govern civil service employment.

The U. S. District Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement or to fill the position earlier than the closing date, if a closing date is shown, any of which actions may occur without any prior written notice. This job announcement may involve filling more than one position described herein. Applicants who do not submit all requested materials by the closing date of this announcement may lose consideration for the position.

The Federal Financial Management Reform Act requires direct deposit of federal wages. Completion of a six-month probationary period is required.

**Due to the expected high volume of applicants for this position, the U.S. District Court will only make contact with those qualified applicants who will be invited to interview.**

**NO FAXES PLEASE  
EQUAL OPPORTUNITY EMPLOYER**